



STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-125 VERSION #2	TITLE: AUDITING A CREDIT COURSE
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PURPOSE:

- To describe the process for a student's request to audit a credit course. 3 DC q505I(r)-7.7 W nBT/TT1 1 Tf0.48 -0 0 0.48 164.88 567.12 Tm())TETEMC 68.96

		2019/06/11 (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> 1. T. BORGORD, VICE-PRESIDENT, ACADEMIC & PROVOST 2. M. COPE, ADMINISTRATIVE OFFICER, REGISTRAR'S OFFICE 3. A. MACMILLAN, INTERIM REGISTRAR, REGISTRAR'S OFFICE 4. M. STAINSBY, DEAN, LANGUAGE, LITERATURE AND PERFORMING ARTS 5. J. SHIM, ADMINISTRATIVE OFFICER, CHILD, FAMILY & COMMUNITY STUDIES 6. T. SMITH, OPERATIONS SUPERVISOR, RECORDS, REGISTRAR'S OFFICE 7. P. TRACEY, SENIOR RECORDS ASSISTANT, REGISTRAR'S OFFICE 8. M. YOUNG, FACULTY, ENGLISH UPGRADING, LANGUAGE, LITERATURE AND PERFORMING ARTS 	DATE APPROVED: 2017/05/03 (yyyy/mm/dd)

QUALITY ASSURANCE FORMAT APPROVAL:

- ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE
- THOR BORGFN6E BCourse and Status Changes Polcy
- Grading Policy

RELEVANT ACRONYMS & DEFINITIONS:	<p>AUD: Audit</p> <p>DC: Douglas College</p> <p>EDCO: Education Council</p> <p>RO: Registrar's Office</p> <p>W: Withdrawal before the official deadline</p>

PREAMBLE:

Douglas College **students** who wish to enroll in a course without the requirement of a prerequisite may **audit** classroom-based courses at the discretion of the **department or course instructor**. The **student** must be in good academic standing at the time of registration and must satisfy the prerequisites of the course. A change in credit or **audit** status may only occur during the official course period within the first two weeks of classes. For more information, refer to the [DC Audit Policy](#).

STEPS:

1. Prior to registration, a **student** must contact the course instructor to discuss auditing the course. Agreement in advance is required to ensure no financial penalty is assessed if the instructor does not agree to the audit request. (The penalty is 50% per credit for any course dropped as of the first day of classes.)
2. If the **instructor** agrees to the **student's** request to audit the course, both parties will arrange to meet to complete the [DC Audit Agreement Form](#). (Audit Agreement Forms are available on the College's internal website.)

3. The **instructor** and **student** must meet to discuss, complete and sign the [DC Audit Agreement Form](#).
4. The **instructor** will:

- make a copy of the signed [DC Audit Agreement Form](#) available to the student.